

SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF CORRECTIONS



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:
DEPARTMENT OF CORRECTIONS

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:

Department of Corrections
Personnel Examining Section
P.O. Box 942883
Sacramento, CA 94283-0001

Department of Corrections
Personnel Examining Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814

APPLICATION DEADLINE/ REQUIREMENTS **May 22, 2003** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Examining Section.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

NOTE: Only applications with an original signature will be accepted.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **July/August 2003**.

SALARY RANGE(S) \$6621 - \$7300

MINIMUM QUALIFICATIONS **Education:** Possession of a bachelor of arts or bachelor of science degree from an accredited college or university, including not less than 12 semester units in criminal justice administration. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis, up to two years.) **and**

Either I

Two years of experience in the California state service performing the duties of a Senior Special Agent, Department of Corrections.

Or II

Broad and extensive experience as a peace officer (as defined in the California Penal Code Sections 830.1, 830.2, 830.3, or 830.5) in an investigative assignment in a governmental agency performing increasingly responsible civil, criminal, and/or administrative investigations, at least three years of which must have been in a supervisory capacity with responsibility for a major investigation unit. Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to a Senior Special Agent, Department of Corrections.

Special Personal Characteristics: No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally-included persons and environments in performance of duties; willingness to work under-cover and participate in covert moving, stationary, and aerial surveillance; willingness to utilize a variety of weaponry, including shotguns and tear gas; willingness to pursue violent repeat offenders and affect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

Special Physical Characteristics: Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Purposes, activities, rules, and regulations of the Department of Corrections.
 - 2. Provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures.
 - 3. Major investigative operational plans.
 - 4. Criminal and personnel investigation techniques and procedures.
 - 5. Interview, information, and intelligence gathering processes and procedures.
 - 6. Principles, procedures, and recent trends in corrections and parole work.
 - 7. Laws of arrest.
 - 8. Individual's constitutional rights including those relating to laws of arrest, proper tactics, and use of force in affecting arrests of suspects.
 - 9. Search and seizure and the service of legal process, techniques for securing, preserving, and handling evidence and the rules of evidence, and court procedure.
 - 10. Tactical operations.
 - 11. Training techniques.
 - 12. Officer safety.
 - 13. Principles and methods of correctional administration.
 - 14. Principles and techniques of personnel management and supervision.
 - 15. A manager's role in equal employment opportunity and the prevention of discrimination and harassment in the workplace.
 - 16. Advanced peace officer training techniques and methods.
 - 17. Applicable collective bargaining memorandum of understanding and related issues.
 - 18. State and Department policies and procedures.
 - 19. Disciplinary guidelines and personnel rules.
 - 20. Techniques and methods for managing specialized investigative and enforcement programs.
 - 21. Training programs for other law enforcement agencies.
 - 22. Organization and functions of the Department of Corrections.
 - 23. Goals and objectives of the Department and its investigative functions.
 - 24. Roles, relationships, and responsibilities of other law enforcement agencies and other governmental agencies.
 - 25. A manager's responsibility in promoting equal opportunity in hiring and employee development.
- B. Ability to:**
- 1. Gather and prepare evidence.
 - 2. Develop techniques, methods, and skills and apply applicable laws required to conduct criminal and personnel investigations.
 - 3. Establish and maintain cooperative relations with law enforcement and governmental agencies.
 - 4. Prepare and present well organized, accurate, timely, clear, and concise written reports.
 - 5. Communicate effectively.
 - 6. Analyze situations accurately and take effective action.
 - 7. Plan and conduct investigations, including criminal investigations.
 - 8. Use, maintain, and qualify with approved firearms.
 - 9. Gather, analyze, and evaluate facts and evidence.
 - 10. Plan, direct, and conduct the more difficult and complex criminal and personnel investigations.
 - 11. Plan for and allocate resources to achieve program goals and objectives.
 - 12. Effectively supervise the work of a group of Special Agents and other law enforcement personnel.
 - 13. Initiate and review personnel matters.
 - 14. Effectively contribute to establishing equal opportunity in hiring and employee development.
 - 15. Plan, organize, and direct investigative programs and personnel in an assigned area of the State and headquarters.
 - 16. Effectively direct and supervise the activities of supervisory staff.
 - 17. Develop and maintain administrative and operational quality control measures.
 - 18. Manage sworn and nonsworn personnel in carrying out the functions of the program.
 - 19. Implement, develop, and evaluate training programs or projects.
 - 20. Effectively contribute to promoting equal opportunity in employment.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Special Agent-In-Charge, Department of Corrections in the Office of Investigative Services (OIS) manages and directs an assigned Regional Office or Headquarters Office and provides daily assistance to the Assistant Director, OIS; Deputy Directors; Wardens; Chief Deputy Directors; and the Director of Corrections on investigations concerning employee misconduct; provides administrative and policy direction to investigative staff; monitors, coordinates and evaluates administrative and criminal investigations, including those that involve the most sensitive and/or complex issues; oversees the development of investigative operational plans; assists in the development of operational procedures; is responsible for policy development relating to investigative strategy and interactions with various law enforcement agencies; provides direction for investigations involving the Department's deadly force investigative team; and performs other related work.

POSITION DESCRIPTION AND LOCATION(S) CONTINUED

A Special Agent-In-Charge, Department of Corrections, in the Law Enforcement and Investigations Unit (LEIU) administers the division that investigates gang activity within the prisons; oversees the Department's prison gang identification tracking system; provides daily assistance to the Assistant Director, LEIU; Deputy Directors; Wardens; Chief Deputy Directors; and the Director of Corrections regarding gang management; provides program and policy advice; conducts investigations on potential illegal activity of staff, inmates and parolees; conducts investigations of organized crime activities; develops policy and reviews departmental programs as they affect law enforcement agencies; personally provides directional coordination for the departmental Shooting Review Boards; provides administrative and policy direction to investigative staff (LEIU); contacts legislators and legislative staff, media representatives, federal and state and local law enforcement agencies, special interest and/or advocate groups involved in operation of the Department such as, inmate rights groups, civil rights groups, etc.; and performs other related work.

Positions exist in Sacramento, Rancho Cordova, Bakersfield and Rancho Cucamonga.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS

Veterans preference points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

SPECIAL REQUIREMENTS

Age Limitation: Minimum age for appointment is 21 years of age. You must state your birthdate on your application.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using or having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone (1) restricted from possessing, carrying, or having under his/her control a firearm pursuant to Penal Code Section 12021; or (2) convicted of a misdemeanor crime or domestic violence under Title 18, United States Code, Section 922(g)(9); or (3) restricted under any other Federal or State law from possessing, carrying, or having under his/her control a firearm, is ineligible for appointment to any position in this classification.

Citizenship Requirement: Pursuant to Government Code Section 1031(a) in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Background Investigation: Pursuant to Government Code Section 1031(d), all persons successful in this examination who are not peace officers with the Department of Corrections shall be required to successfully complete a thorough background investigation prior to appointment.

Pursuant to Penal Code Section 6056(b)(1), prior to training any peace officer who is selected to conduct internal affairs investigations, the Department shall conduct a complete and thorough background check. This background check shall be in addition to the original background screening that was conducted when the person was hired as a peace officer. Each person shall satisfactorily pass the second background check. Any person who has been the subject of a sustained, serious disciplinary action, including, but not limited to, termination, suspension, or demotion, shall not pass the background check.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo physical and psychological examinations to determine that he or she can perform the essential functions of the job safely and effectively. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections' Personnel Examining Section at (916) 322-2694 three weeks after the final filing date if he/she has not received a progress notice.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

GENERAL INFORMATION CONTINUED

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS